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AGREEMENT

Between

**The Oceanside Union Free School
District**

**Town of Hempstead, Nassau County
Oceanside, New York**

And The

**Pre-K Faculty
Chapter**

Of the

Oceanside Federation of Teachers

**Local 1631, American Federation of Teachers
AFL-CIO**

July 1, 2017 - June 30, 2022

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This **AGREEMENT** is **MADE AND ENTERED INTO** ON THIS 1ST DAY OF JUNE, 2017, by and between the SUPERINTENDENT OF SCHOOLS, OCEANSIDE UNION FREE SCHOOL DISTRICT, OCEANSIDE, NEW YORK (hereinafter referred to as the "District,") and the PRE-K FACULTY CHAPTER OF THE OCEANSIDE FEDERATION OF TEACHERS, Local 1631, American Federation of Teachers, AFL-CIO, (hereinafter referred to as "pre-k faculty").

ARTICLE I - RECOGNITION

Section 1

- A. The District recognizes the Federation as the exclusive bargaining agent for all Pre-K faculty.
- B. Nothing contained herein shall be construed to require that an employee covered by this Agreement shall be a member of any employee organization as a condition of employment.
- C. Nothing contained herein shall be construed to prevent the superintendent and/or his or her authorized representatives from meeting with any employee organization representing substitutes/pre-k faculty for the purpose of hearing the views and proposals of its members.
- D. Nothing contained herein shall be construed to prevent any individual employee from informally discussing an issue with his or her immediate supervisor.
- E. The Federation agrees to continue its policy of admitting all persons to membership without discrimination on the basis of race, creed, color, national origin, sex, sexual orientation, or marital status, and to represent equally all employees without regard to membership or participation in, or association with the activities of, or refusal to participate in the activities of any employee organization.
- F. The district agrees to continue its policy of not discriminating against any employee on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, or membership or participation in, or association with the activities of any employee organization.

ARTICLE II - SALARY

Section 1

- A. Hourly rates will be increased as follows:
 - i. 2017-18 = 2.25%
 - ii. 2018-19 = 2.50%
 - iii. 2019-20 = 2.25%
 - iv. 2020-21 = 2.50%
 - v. 2021-22 = 2.25%

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Employee # 7473	20.45	20.96	21.43	21.97	22.46
Employee # 5562	26.06	26.72	27.32	28.00	28.63
Employee # 6991	20.45	20.96	21.43	21.97	22.46
Employee # 5817	25.30	25.93	26.51	27.18	27.79
Employee # 1754	31.14	31.91	32.63	33.45	34.20
Employee # 7131	21.28	21.81	22.30	22.86	23.37
Employee # 1211	20.86	21.38	21.86	22.41	22.91
Employee # 5889	21.28	21.81	22.30	22.86	23.37
Employee # 5570	26.38	27.04	27.65	28.34	28.98
Employee # 7419	20.86	21.38	21.86	22.41	22.91
Employee # 4300	29.09	29.82	30.49	31.25	31.95

- B. The starting salary for any staff member hired on or after 7/1/2017 will be \$20 per hour for the life of this Agreement.
- C. Attendance at all Conference Days is required. Unit members can choose to be compensated at their hourly rate or receive in-service credit.
- D. Each year, unit members are required to conduct a 2-hour parent workshop without additional compensation. Unit members will be compensated for one hour of workshop prep time at their hourly rate of pay. The workshops will be approved by the Building Principal and may be completed individually or in groups.
- E. No Pre-K faculty members shall be hired at a salary equal to or higher than the lowest paid current members of the Pre-K faculty staff.
- F. Pre-K faculty members with ten (10) full years of service in the District shall be entitled to a longevity payment of one thousand (\$1,000) dollars, which shall be earned in the 11th year and payable in the second August payroll following the 11th year of service.

An employee who starts prior to February 1st shall be given credit for that school year. Employees hired February 1st or later will not receive credit for that school year in the longevity calculation. If an employee who has previously earned a longevity payment leaves employment at any point during the year, longevity will be prorated and the final payment will be made in August.

Section 2- Work Schedule

On any day the Pre-K faculty member teaches two classes or one five-hour session, they will receive a 30-minute paid lunch. All Pre-K faculty will receive a 45-minute paid prep.

Section 3

Wherever possible, the district agrees to process salary vouchers as quickly and as close to the teachers' pay periods as possible.

ARTICLE III - DEDUCTIONS

Section 1 - Dues Deductions

The District agrees to deduct from the salaries of employees covered by this Agreement, dues for the Oceanside Federation of Teachers, as said employees individually and voluntarily authorize the District to make such deductions.

Employee authorization will be in writing in the form provided by the District.

Section 2 - Credit Union Deductions

The District shall make provisions for deductions to the teacher credit union upon application by the employee.

Section 3 - Deductions for Tax-Sheltered Annuities

The District shall continue to make deductions for tax-sheltered annuity plans. However, effective July 1, 1991, the District shall not be required to make deductions for new plan enrollees in any companies other than the following:

Equitable Life Assurance	New York Life Ins. & Annuity Corp.
Fidelity Investments	Oppenheimer Fund
VOYA	Paul Revere Life Insurance Company
Legend Group – Employee Benefit A/C	Royal Globe Life Insurance Company
Mass Mutual Financial Group	Travelers Insurance Company
Mutual Financial Services	Union Central Life Insurance Company

A new company may be added to this list provided ten (10) or more employees elect to participate in that company's plan.

Section 4 - VOTE/COPE

The District shall make deductions for VOTE/COPE upon application by the employee.

ARTICLE IV – LEAVE

Section 1 - Sick Leave

Effective 8/23/05, first-year Pre-K faculty members will receive no allocation of sick days in their first year of employment. Beginning in the second year of employment, they will receive seven (7) sick days per year. If not used, all or any part thereof will be cumulative as accumulated sick days to a maximum of two hundred twenty (220) days without loss of salary.

Section 2 – Personal Days

Effective 7/01/09, Pre-K faculty members shall be allocated two (2) personal day during each year of the Agreement. A Pre-K faculty member wishing to take a personal day shall be required to notify the building principal in advance, using the designated form. If the personal day request is due to an emergency and the principal cannot be notified in writing in advance, the form shall be submitted upon the employee's return to work. A personal day will not be approved if it is contiguous to a school or religious holiday. Use of personal days for vacation, travel, or in preparation for a holiday will not be permitted. If not used in the current year, unused personal days shall be cumulative as accumulated sick days to the maximum allowable by this Agreement.

Section 3 - Bereavement Leave

Upon application to the Superintendent or his/her designee, Pre-K faculty members may apply for bereavement leave for immediate family members not to exceed five (5) days in each instance. Immediate family is defined as listed below:

- | | |
|--------------------------------|--|
| a) mother | f) husband |
| b) father | g) wife |
| c) sister | h) children/grandchildren |
| d) brother | i) grandparents |
| e) in-laws in above categories | j) person who makes his/her home in the employee's residence |

Upon application to the Superintendent, employees covered by this Agreement may apply for bereavement leave for aunts and uncles, not to exceed one (1) day in each instance.

Section 4 - Jury Duty

No employee shall lose pay or have his/her personal leave allotment charged for absence due to jury duty. However, any compensation received for such jury duty shall be reimbursed to the District, if such compensation is less than employee's salary. If compensation is more than employee's salary, the employee forfeits the salary.

Section 5 – Bonus for Perfect Attendance

Effective 7/01/05, Pre-K faculty members with 100% attendance (the only exceptions being personal, bereavement, and/or jury duty days) shall be eligible for a five hundred (\$500) dollar bonus, payable during the summer following the school year in which it is earned. This five hundred (\$500) dollar bonus shall be given in each year that this occurs. At the end of the school year, the unused sick days will be accumulated to the maximum allowable by this Agreement and shall not be reduced due to payment of the five hundred (\$500) dollar bonus.

Section 6 - Emergency-closing Days

Employees covered by this Agreement will not be paid for emergency closing days.

Section 7 - Holidays

A. Pre-K faculty shall be entitled to nine (9) paid holidays per year.

- B. All holiday pay shall be paid to employees in the first August payroll following the year in which such days are earned.

ARTICLE V – IN-SERVICE HOURS

- B. Effective 7/01/13, Pre-K faculty members who work twenty-five (25) hours or more per week shall be required to attend ten (10) hours per year of in-service courses at no additional remuneration. These courses will be offered beyond the school day.
- C. Pre-K faculty members who work less than twenty-five hours per week shall be required to attend six (6) hours per year of in-service courses at no additional remuneration. These courses will be offered beyond the school day.

ARTICLE VI - HEALTH INSURANCE

- A. Effective 7/1/03, Pre-K teachers who work a minimum of twenty-five (25) hours per week shall be offered participation in the HIP health insurance plan for individual or family coverage; or participation in the Empire Plan for individual coverage only. The district contribution shall be fifty (50%) percent of either of the individual premiums, and thirty-five (35%) percent of the family premium (HIP). Pre-K teachers who work twenty-five (25) hours per week or more in the 2001/2002 school year, or the 2002/2003 school year, shall be eligible for health insurance, effective 7/01/03, as long as they do not reduce their working hours voluntarily. After 7/01/03, if the District reduces an employee's hours to below the 25-hour minimum for eligibility, the employee will continue to be eligible for health insurance. Persons who reduce their working hours voluntarily will not be eligible for health insurance.

ARTICLE VII – DENTAL INSURANCE

The district-sponsored individual dental insurance plan shall be made available to members of this bargaining unit at the current District contribution rate of two hundred twenty three (\$223) per year.

ARTICLE VIII - GRIEVANCE PROCEDURES

It is the declared objective of the parties to encourage the prompt and informal resolution of employee complaints as they arise and to provide recourse to orderly procedures for the satisfactory adjustment of complaints.

Section 1 - Definitions

- A. A **grievance** is a complaint by an employee concerning the effect, interpretation, application or violation of this Agreement.
- B. **Employee** is any employee covered by this Agreement.
- C. **Days** are working school days.
- D. **Aggrieved** is the employee filing a grievance.
- E. **Supervisor** is the person to whom the aggrieved is directly responsible.

Section 2 - Procedures

A. Informal Stage

An employee may present a grievance to his/her supervisor within ten (10) days following the act or condition which is the basis of the grievance. The supervisor shall informally discuss the grievance with the aggrieved and, within five (5) days of aforesaid informal discussion, render a written decision to the aggrieved.

The decision may be pursued in the following manner:

B. Stage I

Within five (5) days of the decision of the supervisor, the aggrieved may appeal the decision to the building principal.

The building principal, within five (5) days of receipt of the appeal, shall meet and confer with the aggrieved and the supervisor with a view to arriving at a mutually satisfactory resolution of the grievance.

The building principal shall communicate his/her decision, in writing, to the parties, within five (5) days of the conference.

C. Stage II

Within five (5) days of the decision of the building principal, the aggrieved may appeal the decision to the Assistant Superintendent.

The Assistant Superintendent, within five (5) days of receipt of the appeal, shall meet and confer with the aggrieved and the building principal with a view to arriving at a mutually satisfactory resolution of the grievance.

The Assistant Superintendent shall communicate his/her decision, in writing, to the parties, within five (5) days of the conference.

D. Stage III

Within five (5) days of the decision of the Assistant Superintendent, the aggrieved may appeal the decision to the Superintendent.

The Superintendent, within five (5) days of the receipt of the appeal, shall meet and confer with the aggrieved and the Assistant Superintendent with a view to arriving at a mutually satisfactory resolution of the grievance.

The Superintendent shall communicate his/her decision, in writing, to the parties within five (5) days of the conference.

E. Stage IV

Within five (5) days of the decision of the superintendent, the aggrieved may make a written request to the Superintendent for advisory arbitration. The request shall include the aggrieved's choice of a person to participate on a tripartite arbitration panel as well as a brief statement setting forth precisely the issue to be decided by the arbitrator and the specific provision of the Agreement involved.

Within three (3) days of receipt of the request for advisory arbitration, the Superintendent shall select the second member of the arbitration panel, and shall notify the aggrieved of his/her choice. The two members so named shall meet within three (3) days thereafter and shall select a third person to serve as chairperson of the tripartite panel. If the two cannot agree within two (2) days on selection of a chairperson, they shall utilize the procedures of the New York State Public Employment Relations Board to assist them in a selection of a chairperson.

Following selection of the chairperson, the Superintendent shall furnish the three members of the panel copies of all documents and papers concerning the grievance.

The chairperson shall convene all parties concerned within a reasonable time of his/her selection and shall provide the parties with the opportunity to present oral and written statements concerning the grievance.

The tripartite panel shall issue its advisory opinion not later than thirty (30) days from the date of the closing of the hearings. The opinion shall set forth the panel's conclusions on the issue submitted.

The panel shall limit its decision strictly to the application and interpretation of the provisions of this Agreement and it shall be without power or authority to make any decision contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement.

The Superintendent shall communicate his/her decision concerning acceptance of the panel's recommendation, in writing, to the aggrieved within five (5) days of receipt of the panel's written opinion.

F. Stage V

If the Superintendent or the aggrieved does not accept the opinion of the tripartite panel, the aggrieved may appeal to the Board of Education within five (5) days after he/she has received the decision of the Superintendent.

The Board, within fifteen (15) days of receipt of the appeal, shall conduct a hearing on the grievance.

The Board shall communicate its decision, in writing, to the aggrieved and to the Superintendent, within thirty (30) days of the hearing.

Section 3 - Rules and Regulations

- A. Nothing contained in this Article or elsewhere in this Agreement shall be construed to prevent any employee from presenting and processing a grievance through the procedures provided in this Article.
- B. An employee shall have the right to be represented at any stage of these procedures by the Federation or a person of his/her choice.

- C. Copies of all documents submitted as evidence in these procedures shall be made available to the parties to these procedures.
- D. Were an employee is not represented by the Federation at Stages III, IV, and V of these procedures, a Federation representative may be present to state his/her views on the grievance. Copies of documents submitted as evidence at these stages shall be made available to the Federation upon request.
- E. Failure at any stage of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next stage. Failure at any stage of this procedure to appeal a grievance to the next stage within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
- F. The time limits specified in any step of this procedure may be extended, or shortened, in any specific instance, by mutual agreement.
- G. Records of grievance procedures shall not be made a part of an employee's personnel file.
- H. Appeals of decisions shall be in writing, shall set forth specifically in what manner the decision is erroneous and the remedy desired, and shall state the name of the employee's representative, if any.
- I. Notice of a conference to be held at any of the stages of these proceedings shall be sent to all parties to the proceedings of that stage, including the employee's representative, if any.
- J. The grievance stated in writing at Stage I shall not be changed, altered, or modified at any subsequent stage of these procedures.
- K. An employee may present oral and written statements concerning his/her grievance at any stage of these procedures.
- L. Decisions rendered during any stage of these procedures shall be issued to all parties to the proceedings of that stage, including the employee's representative, if any.
- M. Where a supervisor is a person other than a department chairperson, the aggrieved shall proceed directly to the stage at which his/her supervisor appears in these procedures. Within five (5) days of an informal discussion, the supervisor in question shall communicate his/her decision to the aggrieved in writing.
- N. The parties shall share equally the expense of the chairperson of the arbitration panel.
- O. Decisions of the Superintendent at Stages III and IV, and decisions of the Board at Stage V, shall effect all other employees similarly situated.

ARTICLE IX - WORK STOPPAGES

The Federation and the District recognize that strikes and other forms of work stoppages by employees covered by this Agreement are contrary to law and public policy. The Federation and the District subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption to the school program. The Federation, therefore, agrees that there shall be no strikes, work stoppages, or other concerted refusal to perform work by employees covered by this Agreement nor any instigation thereof.

ARTICLE X- THE AGREEMENT

Section 1

The provisions of this Agreement shall be effective July 1, 2017 and shall remain in full force and effect until June 30, 2022.

Section 2

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THAT APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

Section 3

This Agreement shall not be changed, altered or modified in any manner unless consented to in writing by the parties concerned herein.

Section 4

The two parties shall exchange demands for future contracts no later than February 1, 2022.

ARTICLE XI - LEGAL LIMITATIONS

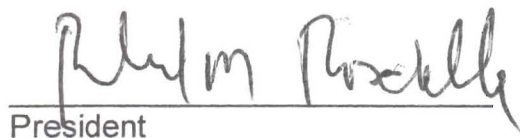
In the event the terms of this Agreement are contrary to any provisions of appropriate existing federal, state or local statutes, or ordinances, or if any part or portion of this Agreement shall be deemed to be unconstitutional, then only that part or portion of the Agreement which is in conflict with the law, or unconstitutional, shall be considered ineffective and unenforceable, while the valance of the terms and provisions of this Agreement shall continue to be binding upon the parties hereto.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals, this
1st day of June, 2017.

**OCEANSIDE FEDERATION
OF TEACHERS**


Chapter Chairperson


Affiliates Vice President


President

**OCEANSIDE UNION FREE
SCHOOL DISTRICT**


Superintendent of Schools